



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY**
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New York Wing — FY 2001 Plan

- **FORMALLY DEFINE JOBS**
 - All Wing Staff Officers
 - Identify Primary Responsibilities
 - Clarify Staff Job Requirements
 - Coordinate With Specialty Track And Regulatory Requirements
 - Develop Success Criteria
 - Promulgate Job Descriptions
- **WING HEADQUARTERS REPRESENTS CAP TO THE STATE**
 - Coordinated And Consistent Voice To State Legislators
 - Monitor And Control Contact With State Government
 - Coordinate Financial And Service-Related Messages
 - Coordinate/Clear PA Messages & Releases
 - Support, Guide & Monitor Local Group Initiatives
 - Provide Liaison To All State Government Departments And Branches
 - Encourage Upward Communication To Maintain Coordination
 - Identify And Involve Members From Around The Wing To Serve
- **PHYSICALLY MOVE WING HEADQUARTERS**
 - Sends Message That Wing Staff Serves Entire State
 - Have Better Venue For State-Wide Staff Participation
 - Put To Rest Perception Upstate Their Participation Is Unimportant
 - Create More Positive Atmosphere For Staff Members
 - Natural Location For Training Opportunities
- **FOCUS ON WING-WIDE STRENGTHS AND WEAKNESSES**
 - At All Wing Levels — HQ, Group, Squadron, Flight
 - Wing And Group Directorates
 - Responsible Officers
 - Unit Level Participation Encouraged
 - Identify Strategic And Tactical Advantages
 - Evaluate Key Areas To Improve
 - Develop Strategies To Highlight/Employ Existing Strengths

- **IDENTIFY NEW POTENTIAL STATE FUNDING SOURCES**
 - **DDR/CD Programs**
 - **Department Of Education**
 - **Department Of Transportation**
 - **Other State Agencies (DMNA Etc.)**
- **IDENTIFY POTENTIAL NON-STATE FUNDING SOURCES**
 - **AOPA Air Safety Foundation**
 - **King Videos**
 - **Private Charitable Foundations**
 - **Grants**
- **HOLD AT LEAST 2 COMMANDER'S CALLS PER YEAR**
 - **Increase Opportunities For Coordinated Communication**
 - **One During Wing Conference In Early May**
 - **One In January Combined With Staff Meeting**
- **STRATEGIC PLANNING — VISIONS WEEKEND I**
 - **Winter Strategic Planning Meeting**
 - **Opportunity For Broad Ranging Interaction Among Command Staff**
 - **Set Direction And Get Consensus**
- **FORMALIZE THE PLANNING PROCESS**
 - **6 Month Plan**
 - **12 Month Goals**
 - **Rolling Process — 12 Month Goals Solidify Into Next 6 Month Plan**
 - **New 12 Month Goals Developed From Historical Record And Staff Input**
 - **Commander's Calls**
 - **Wing Staff Informal Input**
 - **Hold *Visions Weekends* Every Year**
- **FORMAL LEGISLATIVE LIAISON PROGRAM**
 - **Monthly Updates With Key Legislators**
 - **Formal Contact Program**
 - **Internal Legislative Working Group(s)**
- **EVALUATE ORGANIZATIONAL ISSUES FOR IMPROVED PERFORMANCE**
 - **Cadet & Senior Programs**
 - **Strong PA Program & Department**
 - **Operations Support**
 - **Foundation For “Coordinated Voice” To The State**
 - **Re-Examine Traditional Chain Of Command**
 - **Consider Command & Wing Staff Changes**

- **EXECUTION — MUST BE AS GOOD AS OUR PLANNING**
 - Implementation Of 6 Month Plan
 - Evaluation Of Implementation
 - Mid-Course Corrections Based Upon Situation
- **GROUP INVOLVEMENT IN WING PLANNING, EXECUTION AND SUPPORT**
 - Groups Work Out Of Wing HQ One Month Per Quarter
 - Groups Handle Their Own 101 Card Issues
 - Groups Run Their Own Exercises And Training Using Wing Facilities
- **IDENTIFY 75 ACTIVE & CAPABLE KEY SENIOR MEMBERS**
 - Highlight And Bring Forward Senior Member Resources
 - Build Resource List For Help At Group & Wing Level
 - Provide For Seamless Succession Of Command And Staff
 - Each Unit Commander To Identify At Least 2 Members With Potential
 - Spotlight At Least 2 Members Monthly For Recognition
- **START MONTHLY NEWSLETTER**
 - One Page, 2 Sided, Update-Oriented Communication Vehicle
 - Contest On Naming
 - Vehicle In Which To Spotlight At Least 2 Members Per Month
 - Identified By Unit Commanders
 - Must Be Both E-Mail And Paper Versions
- **OTHER COMMUNICATIONS, CONTACT AND COST ISSUES**
 - Expand Wing Web Site For Electronic Forms Submissions
 - Create Alpha-Numeric Paging System For Alerting
 - Operations/Command 800 Number System
 - Improve Short Time Frame Communications And Updates
 - Encourage Timely Reporting And Debriefing
 - Web Available Wing Calendar
 - Integrate Calendar Vertically — Region Down To Group
 - Evaluate Squadron Integration Into Group Affairs
 - Investigate Possibility Of Having To Raise Flying Rates
- **MARKETING OUR SERVICES**
 - State Level — SEMO & Guard EOC And ROC
 - County & Local - Briefings And Participation To Heighten Visibility
 - Other State Agencies
 - Other Alliances